



CALIFORNIA GAMBLING CONTROL COMMISSION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA GAMBLING CONTROL COMMISSION	RELEASE DATE:	Friday, July 31, 2009
POSITION TITLE:	Chief Counsel CEA V	FINAL FILING DATE:	Thursday, August 13, 2009
CEA LEVEL:	CEA 5	EXTENDED FINAL FILING DATE:	Wednesday, August 19, 2009
SALARY RANGE:	\$ 9,544.00 - \$13,381.00 / Month	BULLETIN ID:	07312009_1

POSITION DESCRIPTION

Under the administrative direction of the Executive Director, the Chief Counsel acts as the California Gambling Control Commission's (Commission) chief attorney and principal legal advisor, working in conjunction with the balance of the Executive Staff in the formulation, administration, and implementation of departmental policies and programs that affect the gambling industry in California. This position is responsible for the interpretation and evaluation of the laws that govern the roles and responsibilities of the Commission as identified in the Tribal-State Gaming Compacts, the Government Code, and the Business and Professions Code (Gambling Control Act). This position is responsible for interpreting existing legal policy and for the development of new legal policy. This position serves as the primary contact on all legal issues before the control agencies, the Attorney General's Office, the Governor's Office, and other political and/or governmental agencies. The position is a member of the Commission's Executive Team and is influential in the construction and implementation of the Commission's policies and programs. Additionally, the Chief Counsel performs research and analysis on complex legal issues, including federal laws and regulations related to Indian gaming, gaming technology, wills, trusts, loan documents, and business transactions; represents the Commission in conjunction with the Attorney General's Office or other counsel in court and in administrative actions involving the Commission and in other legal proceedings; manages the Legal Affairs Division, including the development and prioritizing of assignments, and reviewing the legal activities of the Commission; assists in the adoption of regulations through the Office of Administrative Law; formulates legal strategies, policies, and recommendations for management action; responds to inquiries from legal representatives of card rooms and tribal casinos; and negotiates regulations developed via the Tribal-State Association process.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

SPECIAL REQUIREMENTS

Applicant must have active membership in the California State Bar and admission to practice law in California.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a

private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

1. Demonstrated leadership/management skills including the ability to: a. Express the vision of the organization in a way that resonates with and influences staff to translate vision into action; b. Organize, direct and coordinate multiple legal projects; and c. Motivate and manage staff to ensure the timely completion of projects and assignments.
2. Demonstrated understanding of role as chief legal advisory to policymaking body and knowledge of the workings, structure and culture of commissions, boards and/or committees, including the political, social and economic issues facing these types of governing bodies.
3. Demonstrated negotiation skills including negotiations of settlement agreements, business contracts and related transactions and/or legislative proposals.
4. Demonstrated ability to look at issues/situations from multiple perspectives, identify underlying causes and propose innovative or unique legal solutions.
5. Demonstrated ability to recognize the diversity of cultures and demographic backgrounds, seek input and anticipate the implications of events or decisions upon these various stakeholders, and plan strategies accordingly.
6. Demonstrated ability to manage a comprehensive legal program including the application of such legal principles as legal research methods, court procedures, rules of evidence and procedures, administrative law and the conduct of proceedings before administrative bodies.
7. Demonstrated ability to analyze legal principles and precedents, and apply them to complex legal and administrative problems, and recommend and/or implement an effective course of action.
8. Demonstrated experience in developing and interpreting statutes and regulations, including the ability to present orally and in written form, clear statements of fact, legal opinions, pleadings, rulings, regulations and proposed legislation.
9. Demonstrated ability to establish, maintain and strengthen cooperative working relationships with and gain the confidence and trust of other state agencies, the federal government, the Governor's Office, the Legislature and advocacy groups.
10. Demonstrated ability to work in politically sensitive areas, under significant pressure and short time frames, with diplomacy and sound judgment; ability to deal effectively with others in an antagonistic situation while attempting to find win-win solutions.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Counsel CEA V**, with the **CALIFORNIA GAMBLING CONTROL COMMISSION**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an application, resume (include contact number and email address), Statement of Qualifications evaluation and responses from at least three references designated by the applicant. The Statement of Qualifications (Statement) must be organized to address each of the "Desirable Qualifications" listed above and will be used to evaluate your experience. You must provide specific examples for each Desirable Qualification factor. The Statement also will serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement should not exceed three pages in length and must be presented with a font no smaller than 10 pitch. Applicants must provide the names, addresses, telephone numbers and email addresses for at least three references that will be able to validate the information presented in each applicant's application, resume and Statement of Qualifications. The information provided in the application, resume, Statement of Qualifications and responses from applicant designated references may be the only basis for your final score and rank on the eligible list. Applications submitted without a Statement will be rejected from this examination and a Statement submitted without specific examples for each Desirable Qualification factor may be given a disqualifying score. A Qualifications Assessment Survey may be required to facilitate the scoring and ranking of candidates. Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.) All applicants will be notified of the results. The results of this examination may be used to fill subsequent vacancies in this position within the next twelve months. To obtain list eligibility, a passing score of 70% must be obtained.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than three pages in length with a font no smaller than 10 pitch.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA GAMBLING CONTROL COMMISSION, Planning and Support Services Division,
Human Resources
2399 Gateway Oaks Drive, Suite 220, Sacramento, CA 95660
Ali Patino | 916-274-0431 | personnelinfo@cgcc.ca.gov

ADDITIONAL INFORMATION

Please indicate on your application the complete examination title. Applications must be postmarked by the final filing date.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA GAMBLING CONTROL COMMISSION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>